

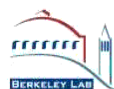


Quick Reference Guide for eBuy Requisitions

Procurement Help Desk
510.486.6400
Monday-Friday 7a.m.-5p.m.

Access Directly into eBuy

To create an eBuy Requisition, begin by opening Firefox (not Mozilla) and going to <http://ebuy.lbl.gov>. Enter your email (LDAP) login name in the **User ID** box and email password in the **Password** box. (Existing eProcurement/FMS users login with their regular PeopleSoft User ID/Password.) Click on the **Sign in** button.



Berkeley Lab eBuy

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

EBUY

Access from the Procurement Website

To create an eBuy Requisition, begin by opening Firefox (not Mozilla) and going to <https://ebuy.lbl.gov>

Enter your email (LDAP) login name in the **User ID** box and email password in the **Password** box. (Existing eProcurement/FMS users login with their regular PeopleSoft User ID/Password.) Click on the **Sign in** button.



PROCUREMENT & PROPERTY



eBuy

eBuy is the Laboratory's online ordering solution for common office, lab and computer supplies. Search or browse our catalog, find items available through Laboratory and UC contracts, quickly determine the best pricing from among our preferred providers, and place your order electronically for efficient delivery.

Why to Use eBuy

It's fast. Place your order and receive products within a few days.
It's easy. Access supplier catalogs online 24/7.
It's wise. All eBuy suppliers are contracted with the Laboratory.
It's simplified. Get rid of complicated paperwork.
It's good for the environment. eBuy offers thousands of "green" items chosen because of their low environmental impact.
It's good for the community. eBuy supports diversity, small businesses and local suppliers.



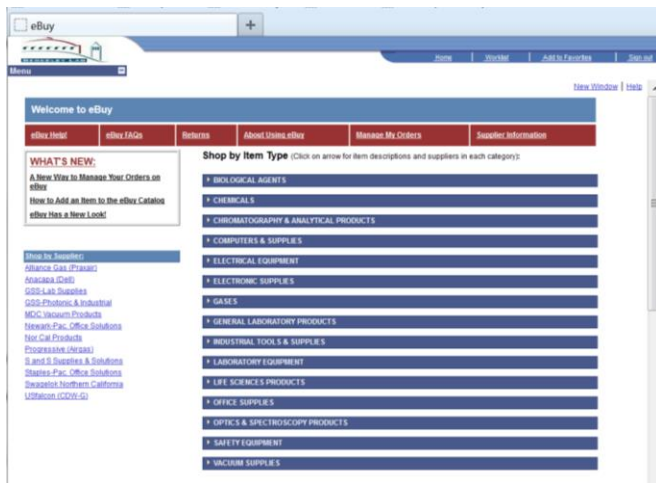
WHAT'S NEW IN EBUY

- [A New Way to Manage Your Orders on eBuy](#)
- [How to Add an Item to the eBuy Catalog](#)
- [eBuy has a new look!](#)

EBUY

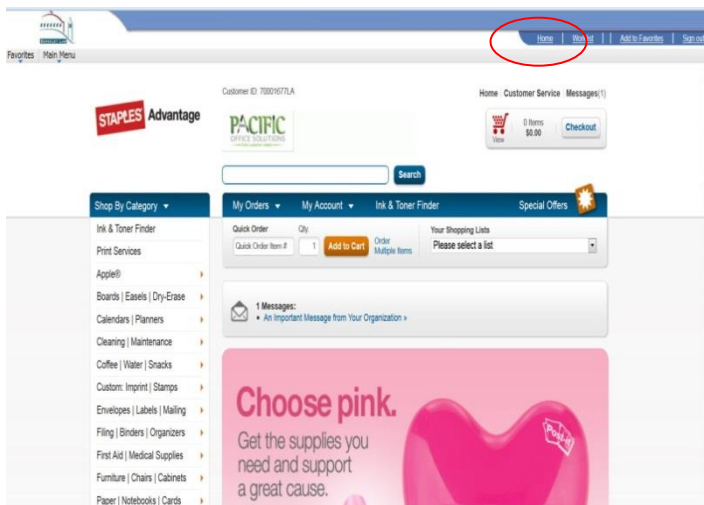
Shop by Supplier or Item Type

You may shop by **Supplier** or by **Product Type**. For general help in using eBuy, click the **eBuy Help!** link.



Shop on Supplier's Website

After you click on a Supplier link, you are taken to the Supplier's website where you search for and select the items you want, enter quantities, and **Check Out** of the Supplier's site. [If you want to exit this screen, click the "Home" link in the upper area.]



Complete Requisition Summary Page

After you **Check Out** from the Supplier's site, the items you selected are transferred to eBuy. To finalize your order:

- Enter a Project ID in the **Project** box.
- Enter an Authorized Signer in the **Approver** box if it is displayed. Enter a last name and click the icon. An Authorized Signer is required for requisitions:
 - Over \$350
 - For sensitive items (property tagged)
 - For preparers who are not employees
 - When a Project is setup by a division to always require approval
- Verify the **Supplier Ship To** address and **Deliver To** building and room as well as quantities and other information.
- Optionally, enter a **Requisition Name**, choose a different **Requester**, and/or enter **Requester Comments**.
- Click the **Save & Submit** button to create an order to the supplier OR
- Click the **Save for later** button to save the requisition but not submit it for ordering or approval.

The screenshot shows the eBuy 'Create Requisition' page. At the top, there's a navigation bar with links like Home, My Orders, Add to Favorites, and Sign Out. Below this, there's a 'Create Requisition' section. It includes fields for 'Requisition Name/ID' (Laptop for Stephanie Daglia), 'Requester' (Daglia, Stephanie M), 'Deliver To Location' (971-9115D), 'Vendor Ship To' (LENN MAIN RECEIVING), 'Requisition Approver' (Annis, Edna P), and 'Project' (XSOLUTIONS). There's also a 'Shipping Method' dropdown set to 'Standard' and a link to 'Overnight Shipping Requirements'. Below this is a 'Requisition Summary' table:

Description	Qty	Unit	Price	Total
1 Latitude E5430 Dell Latitude E5430	1,000	EA--Each	889.340	889.34

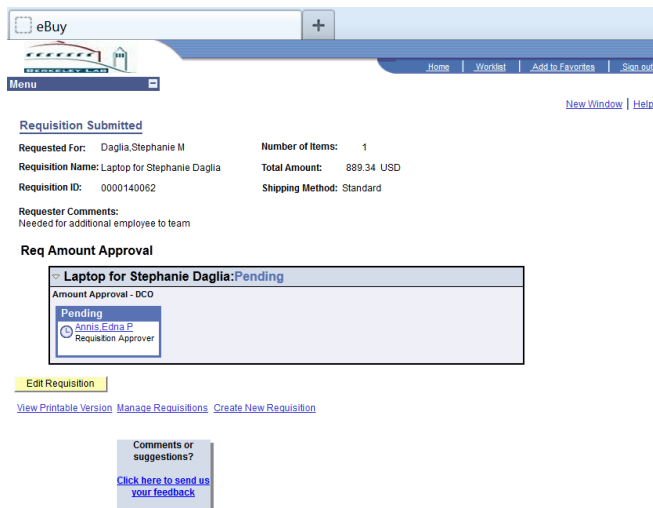
Below the table, there's a 'Total Amount: 889.34 USD' and a 'Delete' button. At the bottom, there's a 'Comments to LBNL Approver' section with a text area containing 'Needed for additional employee to team' and a 'Save & Submit' button.

Once you **Save and Submit** the requisition, eBuy will send the requisition to the Authorized Signer for approval, if applicable. The system will then automatically send a Purchase Order to the Supplier. The Supplier will email an order acknowledgement to the requester after it receives the order.

Confirmation Page

When you *Save and Submit* a requisition, it is assigned a Requisition ID (number). On this page, you can review the Approval status.

- Click the View printable version link to print a copy of the requisition. Click the Distribution Details checkbox to also print the LBNL Project information.



The screenshot shows the eBuy Confirmation Page. At the top, there's a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a 'Menu' section. The main content area is titled 'Requisition Submitted'. It displays the following information:

- Requested For: Daglia, Stephanie M
- Requisition Name: Laptop for Stephanie Daglia
- Requisition ID: 0000140062
- Number of Items: 1
- Total Amount: 889.34 USD
- Shipping Method: Standard

Below this, there's a 'Requester Comments' section with the text: 'Needed for additional employee to team'.

The next section is 'Req Amount Approval'. It shows a 'Pending' status for 'Laptop for Stephanie Daglia'. Below this, there's a 'Comments or suggestions?' section with a link 'Click here to send us your feedback'.


At the bottom, there are links for 'Edit Requisition', 'View Printable Version', 'Manage Requisitions', and 'Create New Requisition'.

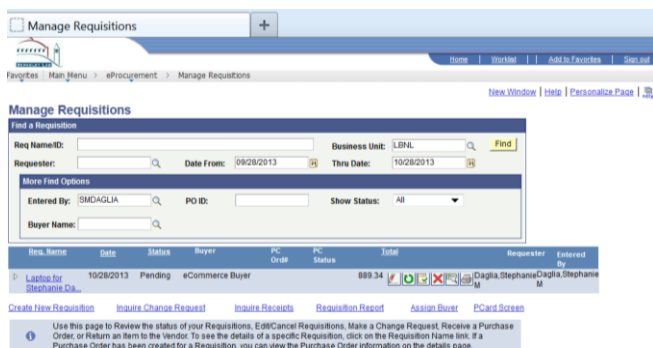
Tips

- To return material that has been delivered, obtain a Returned Material Authorization (RMA) number from the Supplier. See the *eBuy Returns Center* page and the supplier's Web site for details.
- Do not use your browser's forwards and backwards buttons to navigate around the eBuy or Supplier Web sites. Instead, use the links within eBuy to take you to the various pages. [If you want to exit the Supplier's site, click the "Home" link in the upper area of the screen.]

Checking Requisition/Order Status

To check on the status of requisitions you entered, navigate to the Manage Requisitions page by clicking on the Manage Requisitions link at the bottom of the Confirmation page. The Manage Requisitions page will list all requisitions you entered during the past month.

- Click on the **Req.Name** link to view descriptions, quantities, and other details of your requisition.
- The **Status** column shows you if requisition is Pending approval, Approved, or Dispatched to the Supplier.
- Click on the Requisition Cycle  icon to view other order and payment information.



The screenshot shows the 'Manage Requisitions' page. It has a search bar at the top with fields for 'Req Name/ID', 'Business Unit', 'Requester', 'Date From', 'Thru Date', and 'Find'. Below the search bar, there's a 'More Find Options' section with fields for 'Entered By', 'PO ID', and 'Show Status'. The main content area is a table with the following columns: 'Req. Name', 'Date', 'Status', 'Buyer', 'PC', 'PC Status', 'Total', 'Requester', and 'Entered By'.

Req. Name	Date	Status	Buyer	PC	PC Status	Total	Requester	Entered By
Laptop for Stephanie Daglia	10/28/2013	Pending	eCommerce Buyer	889.34			Daglia, Stephanie	Daglia, Stephanie

Below the table, there are links for 'Create New Requisition', 'Inquire Change Request', 'Inquire Reverts', 'Requisition Report', 'Assign Buyer', and 'PC Card Screen'.

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